



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 27.28

Subject: Post Orders

Supersedes: DCS 27.28, 07/01/98

Local Policy: No

Local Procedures: No

Training Required: No

Applicable Practice Model Standard(s): No

Approved by:

Effective date: 07/01/98

Revision date: 04/01/05

Application

To All Department of Children's Services Youth Development Center Superintendents and Security Employees

Authority: TCA 37-5-106

Policy

The superintendent of each youth development center shall ensure that post orders are developed for each established security post. Post orders shall be reviewed annually, and revised as needed. Reviews will be documented.

Procedures

A. Security location/ tasks The superintendent must identify each location and/or task to which a staff member must be assigned for regular security.

B. Written post orders

1. Requirement

The superintendent or designee must write post orders for each established post.

2. Contents

Post orders must list specific instructions for the operation of each post in the following format:

Name of YDC: _____
Post orders: _____

For post assignment (location):

Approved (superintendent's signature):

Review Dates: _____

C. Documentation**1. Understanding**

Each employee assigned to a post, either permanently or temporarily, must read the post orders for that post and sign form *CS-0184, Signature Legend* to indicate that he or she knows and understands the orders prior to assuming responsibility for that post.

2. Accessibility to orders

- a) Supervisors must make post orders available to the employee manning the post but inaccessible to youth and other unauthorized persons.
- b) The superintendent must maintain at least two (2) sets of all current post orders.
 - ◆ One set must be maintained in a secure location designated by the superintendent.
 - ◆ The other copy must be kept on the post at a specific location designated by the youth service manager for security.

D. Obsolete pages

Employees must retain any material removed from post orders and/or any filled signature legends on file and shall maintain for three (3) years.

Forms

CS-0184 Signature Legend

Collateral Documents

None

Standards

ACA 3-JTS-3A-05

ACA 3-JTS-3A-06

DCS Practice Model Standard – 8-302

DCS Practice Model Standard – 8-306